



# Participatory Budgeting

## Steering Committee Workshop #3 Notes

**Where:** City Hall, 203 S. Farwell St., North Conference Room

**When:** Thursday, September 2, 2021, 10 a.m. to 12 p.m.

**Attendance:** SC members Cheryl Contant, Karen Petersin, Richard Spindler, Kenny Tubwell, Susan Wolfgram. City staff: Scott Allen, Jeneise Briggs, Taylor Graybehl, Billie Hufford (virtual), Ned Noel

### Agenda:

#### 1. Recap/Updates

Staff shared the first-year program budget will have \$300,000 rather than \$200,000. This is due to the fact the program straddles two years of capital funding (2021-2022) and \$100,000 was carried over from 2020.

#### 2. Discuss & Approve Rulebook Draft

The committee discussed various revisions to the rulebook that included grammar, goals, outcomes, steering committee background, and funding eligibility changes. Outcomes that included specific metrics were revised to be more general. Using active verbs for outcomes and consistency was also desired.

The Committee had questions about how the rulebook would be used. The full rulebook would not be used by participants, but rather used by the steering committee, staff, and volunteers to run a successful program and judge projects. However, the committee agreed it was important to provide clear and succinct guidance for participants to understand how their proposed projects need to meet goals and eligibility. There was a desire by the committee to attract a wide number of initial project ideas and to not

create too many barriers. Specific proposal details could be worked out later during the project development process.

Member Spindler moved to approve the rulebook with revisions. Seconded by Member Petersin and the motion carried.

**3. Plan Community Event & Info/Recruitment Sessions**

The senior center is willing to host this event on Tuesday, October 5<sup>th</sup> from 4 p.m. to 7 p.m. Staff is reaching out to community resource groups that could table at the event and generate volunteers from their membership bases. Food trucks are also being sought. There is concern that COVID-19 numbers are growing and the event may have to be just focused on the info and recruitment sessions with social distancing and masks. Staff will continue to plan accordingly.

**4. Finalize Launch Details**

There was no time to finalize plans for the launch. Co-chairs are being asked to help provide comment at the launch but staff are working on a press release, talking points, a video that may be used, and setting up the public website.

**5. Next steps**

The rulebook will be presented to City Council at their September 14<sup>th</sup> meeting. Members agreed it would be good to have the co-chairs or committee representatives be there virtually to share.

Staff will send out a Doodle Poll to arrange the next meeting. Representatives from UWEC will be invited to discuss how to possible partner and evaluate the program.